SPH Practicum Experience ePortfolio Instructions

(NEW SITE SETTINGS)

- **Go to https://google.tamu.edu/**
- **Make sure you are logged into your TAMU Gmail account**
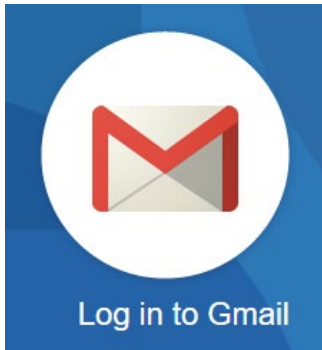
- **Create a new folder for "(Last Name)- Practicum Materials" on your Google Drive. Upload your work plan, final report, deliverables, and presentation to this folder. *IMPORTANT* Share this folder with your Department Practicum Coordinator and Dr. Heather Clark hrclark@tamu.edu. If you do not share this folder we will not have access to your Practicum Materials on your ePortfolio for grading.**
- **Navigate back to https://google.tamu.edu/**
- **Select "Go to more Apps"**
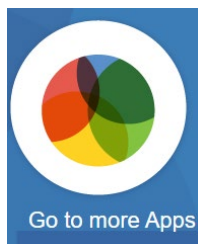
- **Scroll to "Texas A&M Sites" and click Login**

Texas A&M Sites

Google Sites lets you easily create and share web pages, and link them to each other as a website. Learn More.

Support | Accessibility | Terms of Use
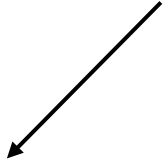
Log in

Sites

CREATE

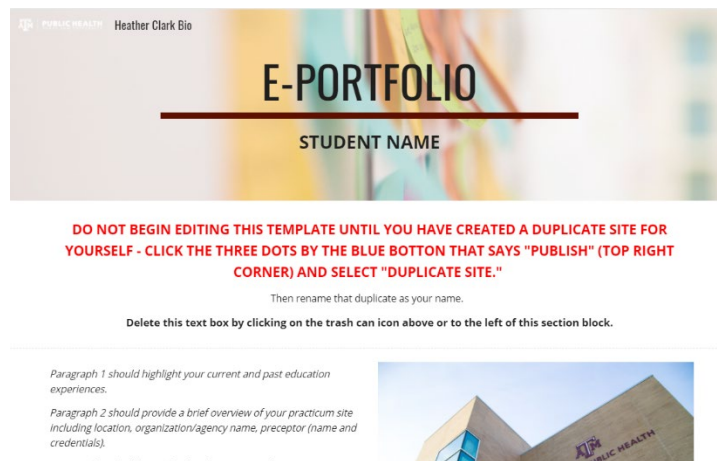My Sites in tamu.edu
Deleted Sites
Browse Sites

New Google Sites

Classic Sites Manager

- **Search "OPHP Sample"**
- **If you are unable to find it though the search, access the template here:**

https://sites.google.com/tamu.edu/heatherclarkbio/biography

E-PORTFOLIO

STUDENT NAME

DO NOT BEGIN EDITING THIS TEMPLATE UNTIL YOU HAVE CREATED A DUPLICATE SITE FOR
YOURSELF - CLICK THE THREE DOTS BY THE BLUE BOTTON THAT SAYS "PUBLISH" (TOP RIGHT
CORNER) AND SELECT "DUPLICATE SITE."

Then rename that duplicate as your name.

Delete this text box by clicking on the trash can icon above or to the left of this section block.

Paragraph 1 should highlight your current and past education experiences.

Paragraph 2 should provide a brief overview of your practicum site including location, organization/agency name, preceptor (name and credentials).

- **DO NOT CHANGE OR USE THIS VERSION.**

- **Click the three-dot icon near settings at the top of the page**

Publish
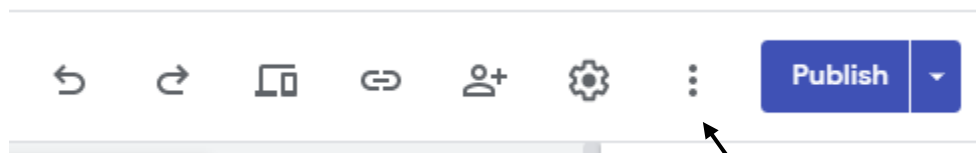
- **Select "Make a Copy"**
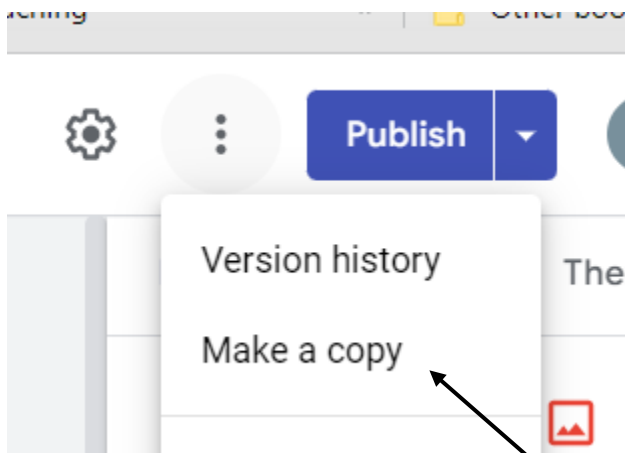
- **Change the file name to "LastFirst-eportfolio" and click "OK"**
  - ○ **For example – ClarkHeather-eportfolio**
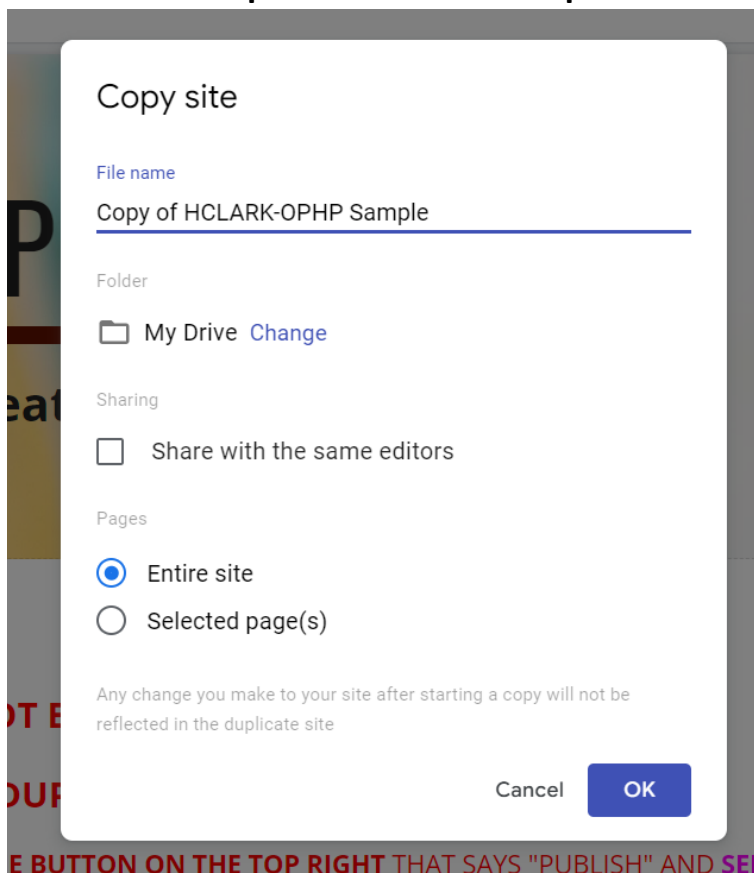
- **You now have your own copy to edit. Fill out all the required information under the "Biography" portion of the page and upload your work plan, final report, final presentation, your deliverables, and your resume (optional) using the Drive Icon.**

- **Once complete, select "Share with others" at the top of the page. Share with your Department Practicum Coordinator and Dr. Heather Clark hrclark@tamu.edu.**

- **Double check that both the folder containing your practicum materials on your Google Drive AND your ePortfolio are shared.**